

Internship Terms and Conditions

Date: [Insert Date]

To: [Intern's Name]

Address: [Intern's Address]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Company Name]. This letter outlines the terms and conditions of your internship.

1. Internship Duration

Your internship will commence on [Start Date] and will conclude on [End Date].

2. Working Hours

You are expected to work [Number of Hours] hours per week from [Start Time] to [End Time].

3. Compensation

This internship is [paid/unpaid]. If paid, you will receive [Amount] per [hour/week/month].

4. Duties and Responsibilities

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

5. Confidentiality

You are required to maintain confidentiality regarding all company proprietary information.

6. Termination

This internship can be terminated by either party with [Number of Days] days' notice.

We are excited to have you on board and look forward to your contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]